



City of Hollister

Human Resources

375 Fifth Street

Hollister, CA 95023

INVITES APPLICATIONS FOR:

ANIMAL CONTROL OFFICER ASSISTANT

Salary: \$10.75/hr.

Currently one (1) position open

Continuous recruitment

This is a temporary open recruitment. Qualified candidates from the public are encouraged to apply.

Position: Under general supervision, the Animal Control Officer Assistant assists in the Animal shelter performing duties related to animal handling, kennel operations, cleaning, feeding, housing of animals, shelter maintenance and assisting the public.

Qualifications: Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying.

Education and Experience: One (1) year of animal handling and care experience.

Training: Equivalent to the completion of the twelfth grade.

Physical and Other Requirements: Applicant must be at least 18 years of age. Must possess the strength and physical ability necessary to perform the essential functions of the position.

License & Certificate: Possession of an appropriate, valid California driver's license is required.

Examples of Duties: Assist the Animal Control Officers in receiving, adopting, and redeeming animals. Clean cages, house animals appropriately and feed animals. Maintain clean and neat appearance of animal shelter. Keep records of all animals. Deal with difficult people. Patrol City, County streets and roads; search for stray dogs and other domestic animals and livestock. Explain ordinances relating to the care and keeping of animals to the public. Assist Animal Control Officers in enforcing City, County and State animal control laws. Assist Animal Control Officers in euthanizing animals and disposing of animals. Assist in the investigation of animals bites; quarantine suspected rabid animals; process specimens and send to lab; conduct rabies vaccination clinics. Impound, quarantine, and dispose of animals as appropriate; transport animals to the city shelter; transport injured animals to a veterinarian for treatment. Receive lost and found animal reports; assist visitors in locating missing pets. Process adoption of pets at the animal shelter. Perform general office duties; answer telephone calls; provide information and explain procedures; type letters and correspondence; file rabies certificates and other documents. Follow-up on delinquent or pending dog licenses; sell dog licenses to dog owners. Pick up deceased animals from City streets and vet clinics. Prepare and maintain a variety of records and reports. Respond to emergency calls while off duty.

How to Apply: A formal City Employment Application is required at the time of filing and may be obtained from the City of Hollister, Human Resources Division located at 375 Fifth Street, Hollister, CA 95023, (831) 636-4308/T.D.D. (831) 636-4319 or downloaded/apply from website: www.hollister.ca.gov. **Applications must be received in the Human Resources Division Office by 5:00 p.m. Friday, August 13, 2004.** Applicants may attach a resume to their completed application, but a resume cannot be accepted in lieu of an official application form.

Selection Process: Candidates presenting the most desirable combination of education, experience and/or training as stated in this announcement will be invited to continue in the selection process. The selection process may require any combination of the following: application appraisal, written examination, performance test, and personal interview conducted by an outside oral panel and/or department head. Following the examination process, successful candidates are placed on an employment list. Appointment will be made from the employment list.

Equal Opportunity/Affirmative Action: The City of Hollister does not discriminate on the basis of race, color national origin, ancestry, sex, religion, sexual orientation, age, disability, marital status, political affiliation, or any other non-merit factor. The City of Hollister encourages minorities and women to apply. The City of Hollister makes reasonable accommodations for the disabled. Individuals requiring any accommodation in order to participate in the testing process must inform the Human Resources Office in writing no later than the final filing date stated in the job announcement. Requests for accommodation should include an explanation of the type and extent of accommodations needed to participate in the selection process and/or to perform the duties of the job for which they have applied.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice.

DATE OF NOTICE: August 22, 2006

